DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY INFANTRY CENTER
HENRY CARO NONCOMMISSIONED OFFICER ACADEMY
FORT BENNING, GEORGIA 31905-3022

REPLY TO
ATTENTION OF:

ATZB-NC-NP   01 March 2004

MEMORANDUM FOR Incoming Primary Leadership Development Course Students

SUBJECT: Welcome Letter

1. On behalf of the cadre of the Henry Caro Noncommissioned Officer Academy, it is my pleasure to welcome you to the Primary Leadership Development Course.

 2. This is a leadership development school designed for personnel whose performance has indicated their potential for advancement and increased responsibility. Your selection to attend this course is tangible evidence of your professional ability and the confidence placed in you by your leaders. Your successful completion of the course is further evidence that their confidence was well placed.

 3. This Academy has no challenges or obstacles that students cannot achieve. With this in mind, prepare yourself with a positive mental attitude and the confidence that you can and will graduate. We will provide you the training and motivation to accomplish this task. I have instructed my cadre to teach, coach, and mentor you in every way. We will place you in a challenging environment, but it will be up to you to achieve and maintain graduation standards.

 4. This student guide is designed to assist you to understand the operation and administration of the school. You will avoid any unnecessary mistakes by studying it carefully. The standards of the Henry Caro NCO Academy are high. We expect you to have a positive attitude and personally commit yourself to succeed. Further, we expect all graduates to return to their parent unit willing to assume and carry out their basic responsibilities as first line supervisors.

5. I extend my congratulations on being selected to attend the Primary Leadership Development Course and hope your stay is beneficial and rewarding. Enter to learn, leave to lead.

“Maintain the Standard”

//ORIGINAL SIGNED//
Patrick Hoffman
1SG, USA
Branch Chief